Access GA Monthly/Quarterly Reports

Scope

This section describes how to use SFA FMS to Access GA Monthly or Quarterly Reports.

System References

N/A

Policy

N/A

Responsibility

SFA Financial Partner Manager

Distribution
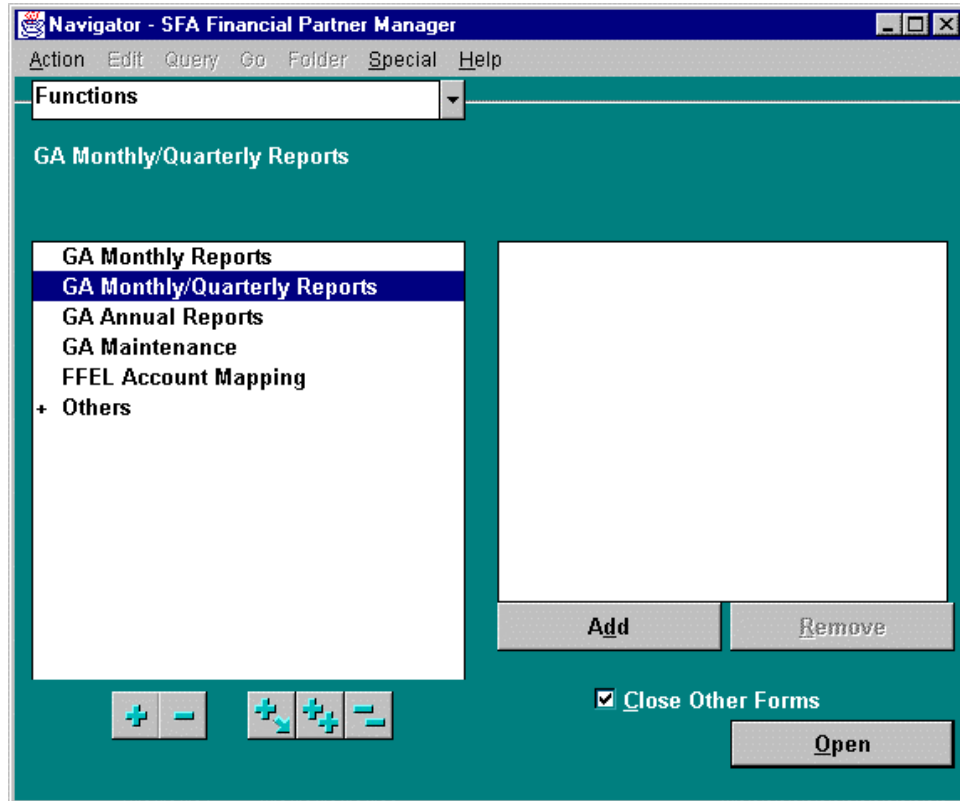
N/A

Ownership

N/A

Activity Preface

This activity is performed whenever someone needs to access the GA Monthly/Quarterly Reports.

This procedure continues from:

Accept GA Reports [PROG0004]

Access GA Monthly/Quarterly Reports Reports- SFA Financial Partner Manager

1. From the Navigator window, click **GA Monthly/Quarterly Reports**.

2. Click the **Open** button. The "SFA GA Month/Quarterly Financial Report" window appears. The reports appear in ascending order by GA codes with reports for a particular GA code in reverse chronological order by fiscal month and year.

SFA GA MONTH/QUARTERLY FINANCIAL REPORT

Action Edit Query Go Folder Special Help

|				
GA Code	201	Status **Submitted**	Source **Form** ☑ Qtr	For Fiscal Mon/Qtr **6** / **2000**
GA Name	**GA Institution Name 201**			
ED Comments				
GA Comments				

Item No	Category Detail	Amount DueTo/(From) Guarantor	Principal Amount	Interest Amount	Other Amount
Non-Payment Activity					
Agency Accruals					
MR-24	Collection Terminations		0.00	0.00	0.00
MR-25	Compromises		1289530.00	74327.00	9272.00
MR-26	Agency Accruals			106377114.00	24130545.00
MR-27	Default FFEL Consolidated by		51721709.00	8296849.00	10869332.00
MR-28	Subrogated Loans		5196163.00	1050300.00	3318.00
MR-29	Default Loans Transferred Out		0.00	0.00	0.00
MR-30	Default Loans Transferred In		0.00	0.00	0.00
MR-31	Other Transactions Affecting F		641618.00	487420.00	64448.00
MR-32	Ending Balance on Defaulted		0.00	0.00	0.00

Accept   Reject

FYI: SFA FMS uses the fiscal month rather than calendar month. In the fiscal calendar, October is month 1, November is 2, etc. Therefore, the **For Fiscal Month/Qtr Of** 6/2001 is March 2001, not June 2001. For clarification, use the List of Values icon in any **For Fiscal Month/Qtr Of** field to display a list of months with both the numbers and fiscal month names.

3. Use the **arrow** keys on your keyboard to move between reports.

Searching for a Specific GA Monthly/Quarterly Report.

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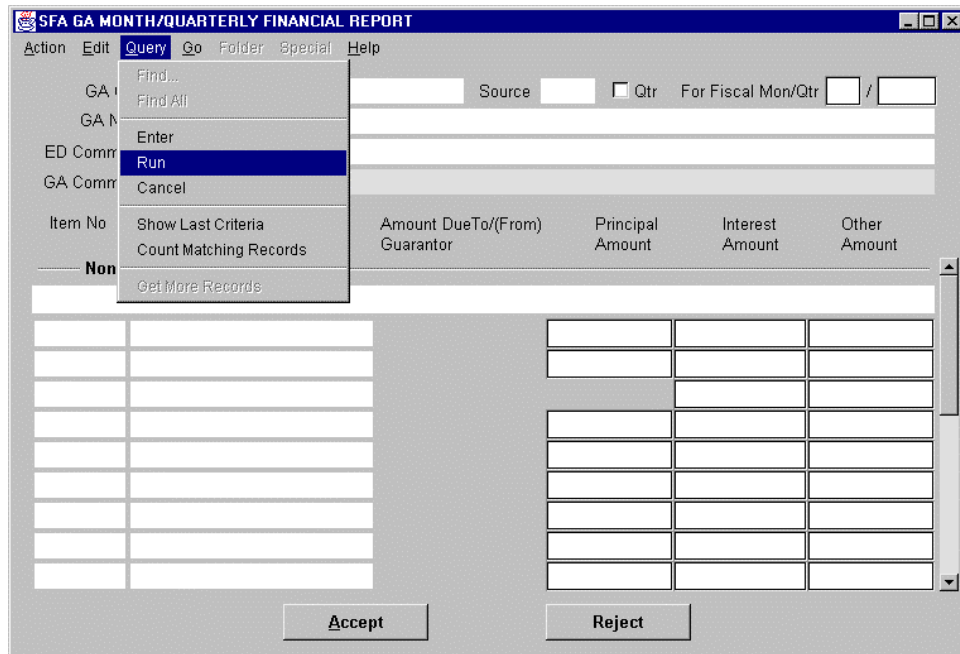
4. Select Enter from the Query menu to query on a specific field. The fields in the "SFA GA Month/Quarterly Financial Report" window are cleared.   This prepares the system to accept your search criteria.

> The SFA Financial Partner Manager may search on the following fields: **GA Code**, **Status**, **Source, Qtr, For Fiscal Month/Qtr of** (Fiscal Month/Year), **ED Comments**, **GA Comments**, or any of the numeric fields in lines **MR-24** through **MR-42**. The percent sign (%) can be used as a wildcard. For example, in the **Status** field, type S % to find all the reports with a status of Submitted.

5. Tab to the field in which you would like to search and type the reports that you would like to find.

6. Select **Run** from the **Query** menu. The "SFA GA Month/Quarterly Financial Report" window appears with the reports that match your search in ascending order by GA codes with reports for a particular GA code in reverse chronological order by Fiscal Month and Year.

SFA GA MONTH/QUARTERLY FINANCIAL REPORT

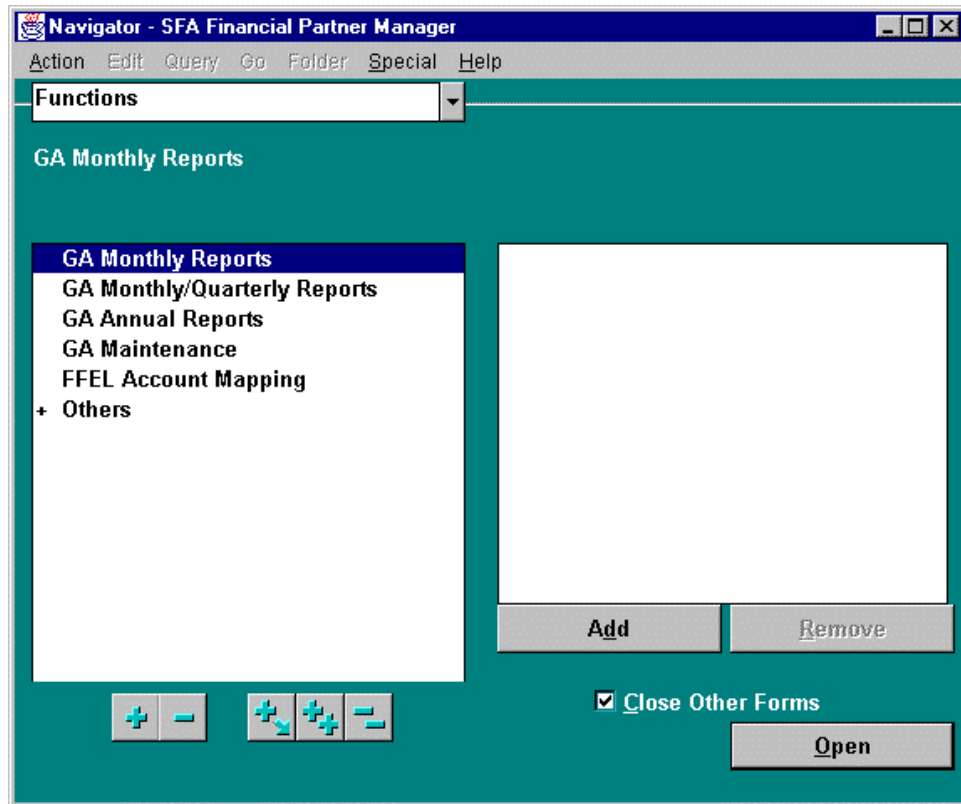|					
GA Code	240	Status Submitted	Source Form ☑ Qtr	For Fiscal Mon/Qtr 6 / 2000	
GA Name	GA Institution Name 240				
ED Comments					
GA Comments					

Item No	Category Detail	Amount DueTo/(From) Guarantor	Principal Amount	Interest Amount	Other Amount
Non-Payment Activity					
Agency Accruals					
MR-24	Collection Terminations		0.00	0.00	0.00
MR-25	Compromises		1289530.00	74327.00	9272.00
MR-26	Agency Accruals			106377114.00	24130545.00
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MR-29	Default Loans Transferred Out		0.00	0.00	0.00
MR-30	Default Loans Transferred In		0.00	0.00	0.00
MR-31	Other Transactions Affecting F		641618.00	487420.00	64448.00
MR-32	Ending Balance on Defaulted I		0.00	0.00	0.00

Accept   Reject

7. Use the **scroll bar** to view the data within a report.

8. Tab through the fields within a report one by one to review the data.

9. Click the **X** button to close the "SFA GA Month/Quarterly Financial Report" window. The "Navigator – SFA Financial Partner Manager" window appears.

Accessing GA Monthly Report

10. From the Navigator window, click **GA Monthly Reports.**

11. Click the **Open** button. The "SFA GA Monthly Financial Report"
    window appears. The reports appear in ascending order by GA codes
    with reports for a particular GA code in reverse chronological order
    by fiscal month and year.

12. Use the **arrow** keys on your keyboard to move between reports.

13. Select **Enter** from the **Query** menu to search on a specific field. The fields in the "SFA GA Monthly Financial Report" window are cleared. This prepares the system to accept your search criteria.

> **FYI:** The SFA Financial Partner Manager may search on the following fields: **GA Code**, **Status**, **Source**, **For Fiscal Month of**

> (Fiscal Month/Year), **ED Comments**, **GA Comments**, or any of the numeric fields in lines **MR-1** through **MR-23**. The percent sign (%) can be used as a wildcard. For example, in the **Status** field, type S % to find all the reports with a status of Submitted.

14. Tab to the field in which you would like to search and type the reports that you would like to find.

15. Select **Run** from the **Query** menu. The "SFA GA Monthly Financial Report" window appears with the reports that match your search in ascending order by GA codes with reports for a particular GA code in reverse chronological order by Fiscal Month and Year.

SFA GA MONTHLY FINANCIAL REPORT

Action Edit Query Go Folder Special Help

GA Code **235**   Status **Submitted**   Source **Form**   For Fiscal Month of **9** / **2000**
GA Name **GA Institution Name 235**

ED Comments
GA Comments

Item No	Category Detail	Amount DueTo/(From) Guarantor	Principal Amount	Interest Amount	Other Amount
MR-1	Claims Paid	4,131,706.06			
MR-1-A	Defaults-Net		3399350.75		3433344.26
MR-1-B	Exempt/Lender of Last Resort		34504.22		
MR-1-C	Death/Disability		221920.68		
MR-1-D	Closed School/False Certificat		14817.20		
MR-1-E	Bankruptcy		461113.21		
MR-1-F	Unpaid Refunds		0.00		
MR-1-G	Discharges		0.00		
MR-2	Borrower Payment Return (Clo	99.10	0.00	43.94	55.16
MR-3	Status Changes	1,630.84			

Accept   Reject

16. Use the **scroll bar** to view the data within a report.

17. Tab through the fields within a report one by one to review the data.

End of activity.

Start

Access GA Monthly/ Quarterly Reports Reports- SFA Financial Partner Mgr

- From Navigator window, click GA Monthly/Quarterly Reports. (1)
- Click Open button. "SFA GA Month/ Quarterly Financial Report" window appears. reports appear in ascending order by GA codes with reports for a particular GA code in reverse chronological order by fiscal month & year. (2)
- Use arrow keys on your keyboard to move between reports. (3)
- Select Enter from Query menu to query on a specific field. fields in "SFA GA Month/Quarterly Financial Report" window cleared. This prepares system to accept your search criteria. (4)
- Tab to field in which you would like to search & type reports that you would like to find. (5)
- Select Run from Query menu. "SFA GA Month/Quarterly Financial Report" window appears with reports that match your search in ascending order by GA codes with reports for a particular GA code in reverse chronological order by Fiscal Month & Year. (6)
- Use scroll bar to view data within a report. (7)
- Tab through fields within a report one by one to review data. (8)

Access GA Monthly/ Quarterly Reports Reports- SFA Financial Partner Mgr

- Click X button to close "SFA GA Month/ Quarterly Financial Report" window. "Navigator – SFA Financial Partner Manager" window appears. (9)
- From Navigator window, click GA Monthly Reports. (10)
- Click Open button. "SFA GA Monthly Financial Report" window appears. reports appear in ascending order by GA codes with reports for a particular GA code in reverse chronological order by fiscal month & year. (11)
- Use arrow keys on your keyboard to move between reports. (12)
- Select Enter from Query menu to search on a specific field. fields in "SFA GA Monthly Financial Report" window cleared. This prepares system to accept your search criteria. (13)
- Tab to field in which you would like to search & type reports that you would like to find. (14)
- Select Run from Query menu. "SFA GA Monthly Financial Report" window appears with reports that match your search in ascending order by GA codes with reports for a particular GA code in reverse chronological order by Fiscal Month & Year. (15)
- Use scroll bar to view data within a report. (16)

Access GA Monthly/ Quarterly Reports Reports- SFA Financial Partner Mgr

- Tab through fields within a report one by one to review data. (17)

End